Click to Meet

User Training

Training Overview

- What is Click to Meet (CTM)?
- About Click to Meet Conferences
- Installing the Client Plugin
- Initial Configuration
- Joining a Conference
- Click to Meet Interface
- Views (Skins)
- Presenting
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What is Click to Meet?

- Allows you to meet and collaborate from your desktop
- See and hear other participants
- Present and discuss documents
- Take a web tour
- Sketch and annotate
- Record conclusions

About Click to Meet Conferences

- Ad hoc, easy to setup
- Available immediately
- Usually invited via e-mail
- New users must download and install client plugin

Installing the Client Plugin

- Follow the instructions when trying to join your first conference
- Will be automatically taken to the download page for updates
- Must have administrative privileges
- Some installations require the presence of a systems administrator

Initial Configuration

- Ensure appropriate sources:
  - audio in (microphone)
  - audio out (speakers or headphones)
  - video (webcam)
- If the ‘audio in’ is listed as the webcam, CTM is using the camera’s built-in mic

Joining a Conference

- Usually just a link in an e-mail
- Can access from “Conference Home” list
  - Hidden conferences will not show in the list
  - Password protected show a lock and require a password
- Can ‘jump’ to it using conference ID
- Contact the HUB IT team in the event of firewall issues

Click to Meet Interface

- Presentation area
- List views
- Conferencing windows
- Drag-and-drop
- Mute, mic request, presentation
- Chat window
- Adjusting the interface
- Skins

Screen Shot

Skins

- Rich Media – Screen Shot
- Conference Info – Screen Shot
- Video Chat – Screen Shot
- Presentation – Screen Shot
- Application share
- Whiteboard

Presenting

- Requesting presentation rights
- Loading materials – Screen Shot
- Annotation
- Application sharing – Screen Shot
- Requesting application control
- Whiteboard

Etiquette

- Mute yourself – Screen Shot
- Raise your hand
- Ask questions via the chat window
- Request application control